

International School for Social and Business Studies



Introduction

Introduction to International School for Social and Business Studies is an informative brochure containing information about studying at the International School for Social and Business Studies (ISSBS). ISSBS reserves the right to change the information in the brochure without further notice, under changed circumstances. The brochure has been partially financed by the European Commission funds under the programme Lifelong Learning, section Erasmus individual mobility: organisation of mobility.

Introduction to International School for Social and Business Studies

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Edited by: Barbara Jurgec

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CMEPIUS

Center RS za mobilnost
in evropske programe
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DEAN'S WELCOME

Dear international students,

I would like to welcome you at the International School for Social and Business Studies (ISSBS). I believe that studying abroad will give you new experience, practical knowledge and competences which will contribute to your personal development and your future career.

ISSBS is a young but perspective faculty which offers contemporary and internationally comparable study programmes. We strive for the quality of education and research, also by including experienced field experts and acknowledged foreign professors in our teaching. Our educational process is supported by e-education and is based on a tutorship system and personal approach. Our study programmes are interesting and attractive for students as well as for a wider social-economic environment. In the academic year 2008/2009 we carried out two undergraduate study programmes, namely a university study programme Economy in Modern Society and a professionally oriented study programme Business in Modern Society. On a postgraduate level we carried out a master's study programme Knowledge Management.

I am proud to observe that in the past couple of years the ISSBS has already achieved local and national recognition, and has established cooperation with its social-economic environment. Some examples of such cooperation include round tables on topical issues, participation by field experts in the educational process and applications for research projects at the Slovenian Research Agency. The faculty stresses the importance of networking not only in Slovenia but also internationally. We have already hosted some acknowledged foreign professors and our professors and associates have taken part in study visits to foreign universities.

In the academic year 2008/2009 we moved to new, contemporarily equipped premises which have contributed to the quality of our study process. In the future we intend to introduce new study programmes. In the academic year 2009/2010 prospective students will be offered a new master's study programme Management and Quality in Education. We are also preparing a doctoral study programme in the fields of economics and business studies.

As a dean of this faculty I strive to equip students with applicable knowledge and experience that will be useful for their careers. I wish for many inspiring ideas, motivated students with creative initiatives and a good working atmosphere for all of us. International School for Social and Business Studies might be the treasury of knowledge that you have been looking for. Therefore, join us on our journey!

Dean
dr. Srečko Natek, Assistant Professor

INTERNATIONAL OFFICE

International students, you are welcome to read this guide to studying at the International School for Social and Business Studies. The faculty is a friendly place and we take good care of our students.

Spending a semester or a year abroad is a great opportunity to make the most of your academic career while immersing yourself in a culture that might be quite different from your own. It provides an alternative perspective on your chosen subject and opens up brand new avenues of academic thought. However, it is more than just an outstanding academic experience. It is also about your own self-development; it is about growing in confidence and making life-long friends from all over the world.

International office of ISSBS is constantly reviewing and improving its services and is always willing to respond to students' suggestions. We are here to help you and to answer any queries you may have during application procedure or during your studies at ISSBS.

International coordinator of ISSBS is in charge of organisation of outgoing and incoming students' mobility. Her responsibility is to answer your questions and to help you solve problems that might occur during your stay in Slovenia. She will act as a mediator between you and your professors and will provide you with all necessary information about your courses. She is available to you every workday between 8.00 and 16.00 at her office at the faculty.

Contact information of ISSBS's International coordinator:

Barbara Jurgec, Professor

E-mail: barbara.jurjec@mfdps.si

Phone: +386 3 425 82 24

Fax: +386 3 425 82 22



ABOUT THE FACULTY

ISSBS offers students up-to-date knowledge by incorporating field experts in the process of teaching. This kind of knowledge will provide you with competences necessary for a successful start and development of your career.

International School for Social and Business Studies (ISSBS) is a private higher education institution founded in 2006. It develops and carries out undergraduate and postgraduate study programmes in the fields of social sciences, economics, administration and business studies. It also carries out lifelong learning and counselling programmes. Its activities include research at local, national and international levels, dynamic cooperation with wider social-economic environment in the form of consultations, study programmes for advancement and lifelong learning programmes.

ISSBS offers four interesting contemporary study programmes. On an undergraduate level it offers a university study programme Economy in Modern Society and a professionally oriented study programme Business in Modern Society. On a postgraduate level it offers two master's study programmes, namely Knowledge Management, and Management and Quality in Education.

In the frames of the Bologna reform the faculty has chosen a new approach to organisation of its educational process. It is the first faculty in Slovenia whose educational process is divided in three trimesters. Furthermore, it has adopted contemporary teaching methods. The faculty strives for excellence in teaching and research, and for students' satisfaction with all aspects of the educational process. It carries out internationally comparable study programmes assessed in accordance with the European Credit Transfer System (ECTS).

During its short existence the faculty has already managed to establish cooperation with its social-economic environment in areas of education and research. Some examples of such cooperation include round tables on topical issues, guest professors, research projects at the Slovenian Research Agency, conferences, seminars, etc.

The faculty's contact information:

International School for Social and Business Studies
Mariborska cesta 7
3000 Celje
Slovenia

E-mail: info@mfdps.si
Website: <http://www.mfdps.si/en/>
Phone: +386 3 42 58 224
Fax: +386 3 42 58 222

OUR MISSION, VISION AND VALUES

**In creating, the only hard thing is to begin: a grass blade's no easier to make than an oak.
(James Russell Lowell – an American poet, critic, essayist, editor and diplomat)**

The faculty's most important goal is to achieve quality and interdisciplinary study process which will result in satisfied, mobile and employable students. International School for Social and Business Studies will become a worldwide acknowledged faculty in the fields of social sciences, economics, business studies and administration. Its carefully planned and carried out educational process will attract demanding students and assure them good employability in private business and public organisations.

ISSBS's values are:

- Excellence of research and teaching, and the faculty's formative role in society development.
- Student satisfaction, employability of graduates, and encouragement of their sense of belonging to ISSBS.
- Promoting achievements of our students, graduates and employees in public, and spreading the knowledge of ISSBS.
- Taking care of our employees, their satisfaction and a sense of belonging to ISSBS.
- Kindness, sincerity, honesty, reliability, confidence and openness.
- Efficient functioning in the frames of legislation and ethical norms.
- Inclusion of different cultures and views.



STRUCTURE OF THE HIGHER EDUCATION SYSTEM IN SLOVENIA

Higher education system in Slovenia is divided in three cycles. The first cycle includes university and higher education professionally oriented study programmes. Undergraduate higher education study programmes take three to four years to complete and are awarded between 180 and 240 ECTS. Their completion leads to the awarding of a Diploma.

The entrance requirement for higher education professionally oriented study programmes is secondary school finished with a general matura examination, a vocational matura examination or a final examination after a completion of a four-year secondary technical education programme. The entrance requirement for university study programmes is secondary school finished with a general matura examination. Secondary school finished with a vocational matura examination and a general matura examination in an additional fifth subject also grants admission to some types of university study programmes. Final examination after a completion of a four-year secondary programme counts as a requirement for students who finished secondary school before the introduction of a matura examination (before 1 June 1995).

Table 1: **Structure of the higher education system in Slovenia**

180 ECTS – Doctoral Programmes	
Bologna 3rd Cycle	
60–120 ECTS – Master’s Programmes	
Bologna 2nd Cycle	
180–240 ECTS Higher Education Professionally Oriented Programmes	180–240 ECTS Higher Education University Programmes
Bologna 1st Cycle	
Secondary and Higher Vocational Education	

The second Bologna cycle covers master’s study programmes which take one or two years to complete and encompass 60–120 credit points. A general requirement for admission into a master’s programme is a successfully completed first-cycle programme. Bridging requirements, amounting from 10 to 60 credit points, can be set for applicants having completed the first cycle programme in an inadequate field. Duration of master’s study programmes must be designed in connection with the appropriate first-cycle programme. Programmes in the same field must not exceed five years altogether (3+2 or 4+1).

The third cycle or doctoral programmes take three years to complete and encompass 180 credit points. A general admission requirement is a completion of a second-cycle study programme or, in exceptional cases, a first-cycle study programme combined with documental research or professional achievements that can be validated with 60 credit points.

EDUCATION AT ISSBS

The following section is an overview of undergraduate and postgraduate study programmes and courses (with credit points) offered by ISSBS.

ISSBS offers the following undergraduate study programmes:

- university study programme Economy in Modern Society, and
- professionally oriented study programme Business in Modern Society.

It also offers the following postgraduate study programmes:

- master's study programme Knowledge Management, and
- master's study programme Management and Quality in Education.

We believe that learning is a never ending process therefore we also offer various opportunities for participation in lifelong learning programmes. Our students can also take part in student exchanges and work placements abroad in the frames of the Erasmus programme.

Our study programmes are evaluated on the basis of the unified European Credit Transfer System (ECTS) which makes them internationally comparable. This system also enables student and staff mobility between higher education institutions in Slovenia as well as abroad.

Each academic year at ISSBS is evaluated with 60 credits and each trimester is assigned from 18 to 27 credits, depending on the number of courses.

FIRST CYCLE STUDY PROGRAMMES

Economy in Modern Society

Title: graduated economist (UN)

Level: first cycle (undergraduate)

Type of a programme: university study programme

Studies duration: 3 years

ECTS: 180

Mode of study: full-time or part-time

University undergraduate study programme Economy in Modern Society offers students knowledge in the fields of economics, business and organisation sciences, management, informatics, technologies, communication science, ethics and foreign languages. The programme is very interdisciplinary and provides students with complete understanding of the contemporary society and functioning of organisations. Graduates of this programme are employable in public and private organisations, and are well equipped for successful continuation of studies on a postgraduate level.

Table 2: **Curriculum of the study programme Economy in Modern Society**

First year	Second year	Third year
Economics (9 ECTS)	Finance and Taxation (9 ECTS)	International Economics and Business (9 ECTS)
Organization and Management (9 ECTS)	Entrepreneurship (9 ECTS)	Economic Policy (9 ECTS)
Marketing (9 ECTS)	Economics and Accounting (9 ECTS)	Optional course (9 ECTS)
Business Law (9 ECTS)	Human Resource anagement (9 ECTS)	Optional course (9 ECTS)
Social Communication (9 ECTS)	State, Society and Ethics (9 ECTS)	Optional course (9 ECTS)
Mathematics and Statistics (9 ECTS)	Informatics (9 ECTS)	Thesis (15 ECTS)
Foreign Language in Economics 1/1 (3 ECTS)	Foreign Language in Economics 1/2 (3 ECTS)	
Computer Literacy (3 ECTS)	Personal Efficiency and Professional Texts Writing (3 ECTS)	

ECTS = European Credit Transfer System

Third year optional courses:

- Labour Market
- Supply Chain Management
- Quality Control and Assurance
- Banking and Insurance
- Production Management
- Foreign Business Language 2
- Business and Environmental Protection
- Mathematics in Economics 2
- Foreign Business Language 3 (English, German)
- History and Theory of International Relations
- Multimedia and Design in Business
- Crisis Management
- Critical Thinking
- e-Business
- Statistics in Economics 2
- Econometrics

Business in Modern Society

Title: graduated economist (VS)

Level: first cycle (undergraduate)

Type of a programme: professionally oriented study programme

Studies duration: 3 years

ECTS: 180

Mode of study: full-time or part-time

Professionally oriented study programme Business in Modern Society offers students knowledge in the fields of business and organisation sciences, economics, management, law, informatics, technologies, communication science, ethics and foreign languages. Graduates of this programme are qualified for critical and constructive use of knowledge, ideas, thoughts, and consequently for responsible decision making. They are employable in public and private economic organisations, as well as in civil and state institutions that are part of the economic reality.

Table 3: **Curriculum of the study programme Business in Modern Society**

First year	Second year	Third year
Fundamentals of Economics (9 ECTS)	Fundamentals of Finance and Taxes (9 ECTS)	International Business (9 ECTS)
Fundamentals of Management (9 ECTS)	Business Creation and Growth (9 ECTS)	Strategic Management (9 ECTS)
Fundamentals of Marketing (9 ECTS)	Economics of Enterprise (9 ECTS)	Optional course (9 ECTS)
Introduction to Business Law (9 ECTS)	Human Resource Development and Recruitment (9 ECTS)	Optional course (9 ECTS)
Business Communication (9 ECTS)	State Culture (9 ECTS)	Professional Practical Work (10 ECTS)
Business Mathematics and Statistics (9 ECTS)	Business Informatics (9 ECTS)	Thesis (14 ECTS)
Foreign Business Language 1/1 (3 ECTS)	Foreign Business Language 1/2 (3 ECTS)	
Computer Literacy (3 ECTS)	Personal Efficiency and Professional Texts Writing (3 ECTS)	

ECTS = European Credit Transfer System

Third year optional courses:

Quality Control and Assurance
 Supply Chain Management Banking and Insurance
 Labour Market Econometrics Production Management Critical Thinking
 Foreign Business Language 2 Business and Environmental Protection
 Mathematics in Economics 2 Foreign Business Language 3 (English, German)
 History and Theory of International Relations Multimedia and Design in Business
 Crisis Management Statistics in Economics 2 Economic Policy
 e-Business

SECOND CYCLE STUDY PROGRAMMES

Knowledge Management

Title: master of Management

Level: second cycle (postgraduate)

Type of a programme: master's study programme

Studies duration: 2 years

ECTS: 120

Mode of study: full-time or part-time

Master's study programme Knowledge Management is a postgraduate programme which links together theory and practice of knowledge creation, knowledge management and knowledge application. It places knowledge in social, economic, technological and research-developmental environment. It deals with the role, factors, technologies, creation, management and application of knowledge as an important success factor of people, companies and other organisations. Students gain quality knowledge necessary for continuation of studies on a doctoral level.

Table 4: Curriculum of the study programme Knowledge Management

First year	Second year
Management and Theory of Organizations (9 ECTS)	Strategic Management of Knowledge Organizations (9 ECTS)
Labour Market and Human Capital (9 ECTS)	Module – course 1 (9 ECTS)
Knowledge Society (9 ECTS)	Module – course 2 (9 ECTS)
Intellectual Property (9 ECTS)	Optional course (9 ECTS)
Knowledge Management Systems (9 ECTS)	Optional course (9 ECTS)
Project Management (9 ECTS)	Master's Thesis (15 ECTS)
Project (9 ECTS)	

Table 5: **Modules of the study programme Knowledge Management**

Education Management	Knowledge Processes Management	Informatics and Technologies Management	Globalization and Economic Development
Management of Educational Organizations (9 ECTS)	Management of Consulting Organizations (9 ECTS)	Management of e-Business (9 ECTS)	Global Economics and Business (9 ECTS)
Professionalism in Education (9 ECTS)	Management of Higher and Continuous Education (9 ECTS)	Networks and Knowledge Warehouses (9 ECTS)	Globalisation and Economic Policy (9 ECTS)
Lifelong Learning and Developing Competences (9 ECTS)	Managing Creativity and Innovation (9 ECTS)	Technology Management (9 ECTS)	International Finance (9 ECTS)
Management of e-Learning (9 ECTS)	Management of Research and Development (9 ECTS)	Project Management (9 ECTS)	Management of Exchange Relationships (9 ECTS)
Quality in Education (9 ECTS)	Strategic Management of Knowledge Organizations (9 ECTS)	Information Systems for Education and Training (9 ECTS)	Human Resource Management and Employment Policy (9 ECTS)

Management and Quality in Education

Title: master of Management in Education

Level: second cycle (postgraduate)

Type of a programme: master's study programme

Studies duration: 1 year

ECTS: 60

Mode of study: part-time

Management and Quality in Education is an interdisciplinary postgraduate study programme offering students knowledge in the fields of management, economics, law, education and organisational and behavioural sciences. It is based on Slovene and worldwide research findings and on the belief that managers and employees at all levels need specific qualifications in order to be successful. The programme aims to educate experts who will be able to take over the most demanding tasks of education planning, development and management on all levels and in all fields.

Table 6: Curriculum of the study programme Management and Quality in Education

No.	Course	ECTS
1	Theories of Educational Organisations	9
2	Strategic Management and Leadership of Change	9
3	Research Methodology in Social Sciences	9
4	First Optional course from the module	9
5	Second Optional course from the module	9
6	Optional course	9
7	Project	6
8	Seminar on Professional and Scientific Writing	0



Table 7: Modules and optional courses of the study programme Management and Quality in Education

Module 1	Management of Educational Organizations
Optional course 1	Educational Leadership (9 ECTS)
Optional course 2	Operation of Educational Institutions (9 ECTS)
Optional course 3	Human Resources Management (9 ECTS)
Optional course 4	Innovations in Education (9 ECTS)
Module 2	Management of School Systems
Optional course 1	Making Educational Policy (9 ECTS)
Optional course 2	Law in Education (9 ECTS)
Optional course 3	Knowledge Society and Lifelong Learning (9 ECTS)
Optional course 4	Economics in Education (9 ECTS)
Module 3	Professionalism in Education
Optional course 1	Professionalism in Education (9 ECTS)
Optional course 2	Lifelong Learning and Developing Competences (9 ECTS)
Optional course 3	Classroom Management (9 ECTS)
Optional course 4	Action Research (9 ECTS)
Module 4	Quality, Evaluation and Education Monitoring
Optional course 1	Theory and Practice of Evaluation in Education (9 ECTS)
Optional course 2	Quality in Education (9 ECTS)
Optional course 3	Evaluation Studies and Indicators (9 ECTS)
Module 5	Management of Higher Education
Optional course 1	Higher Education and Research Landscape (9 ECTS)
Optional course 2	Funding Higher Education (9 ECTS)
Optional course 3	Quality Assurance in Higher Education (9 ECTS)
Optional course 4	Management in Further and Higher Education (9 ECTS)
Module 6	Information and Communication Technologies in Education
Optional course 1	e-Learning (9 ECTS)
Optional course 2	e-Technology in Education (9 ECTS)
Optional course 3	Information Systems for Education and Training (9 ECTS)

RESEARCH AT ISSBS

ISSBS carries out educational activities, programmes for advancement, lifelong learning programmes, dynamic cooperation with social-economic environment in the field of counselling, as well as scientific-research and developmental activities.

In 2008 Slovenian Research Agency registered ISSBS in the record of research institutions and organisations. Its research group consists of acknowledged experts in the fields of economics, business, administrative and organisational sciences, management, education, computer science, informatics, law, etc.

The research group's main task is to carry out the faculty's research and developmental activities in accordance with the highest standards of research excellence in the field of social and business studies. Although the research group has been registered in 2008 it has already been very successful. It carries out or participates in several national and international projects.

The researchers of ISSBS are carrying out three nationally financed research projects, namely "Networking for lifelong learning" and "Influence of an educational plan on the atmosphere in educational institutions". In 2009 an applicable research project entitled "Taking advantage of synergy effects of clear organisational values, missions and visions for assuring sustainable competitiveness of Slovene companies" was approved.

ISSBS is a partner organisation involved in a two-year international project Lifelong Learning: Leonardo Da Vinci & Studies, Indicators and Dissemination. The project entitled "Validating learning for an inclusive society" is organised by Malta Qualifications Council.

Projects approved by the National Research Agency are an important acknowledgement of their quality and of the faculty's current research-developmental activities, as well as an encouragement for further applications for research projects. The research group's objective is an even more intense development of the faculty's research activities nationally and internationally in the future.



INTERNATIONAL DIMENSION OF ISSBS

ISSBS stresses the importance of cooperation with foreign higher education institutions. In 2007 it became an extended Erasmus university document holder which enables it to organise international exchanges in the frames of the Erasmus programme of its students, teaching staff and other employees.

In addition to being a sending institution the faculty also functions as a hosting institution and is responsible for organisation and monitoring of a study process of foreign students during their stay in Slovenia.

Table 8: ISSBS's bilateral agreements with foreign higher education institutions

Country, city	Faculty
Portugal, Porto	Instituto Politecnico do Porto – IPP School for Management and Technology – ESTGF
Portugal, Lisbon	Instituto Politecnico do Lisboa – IPL School for Communication and Media Studies – ESCS
Portugal, Lisbon	Instituto Superior de Gestao – ISG Faculty of Management
Portugal, Porto	Universidade Portucalense – UPT
France, Montpellier	Université Montpellier Sciences économiques
Belgium, Esbjerg	Business Academy South West WEST Erkvervs Akademi Sydvest
Poland, Lublin	Maria Curie-Skłodowska University – UMCS Faculty of Economics

The national agency Centre of Republic of Slovenia for Mobility and European Educational and Training Programmes CMEPIUS

The agency which is running all the programmes of Lifelong Learning Programme on the national level, including Erasmus individual mobilities, is national agency CMEPIUS.

Contact information:

Address: Ob železnici 16, SI-1000 Ljubljana

Phone: +386 1 586 42 51

E- mail: info@cmepius.si

Website: <http://www.cmepius.si/en/>

APPLICATION PROCEDURE OR HOW TO APPLY

The following section of the brochure contains all necessary information on the application procedure of foreign students wanting to study at ISSBS in the frames of the Erasmus exchange programme.

Documents

If you want to conduct a part of your studies at ISSBS, the following documents must be sent to ISSBS's International Office by your home faculty's International coordinator (we will not accept applications sent directly by students):

1. Application form for Erasmus international students (to be sent via e-mail or by post)
2. Application form for accommodation in the student residence hall in Celje (optional)
3. Learning agreement
4. A colour photograph (passport type)
5. Curriculum Vitae
6. Letter of intention

All these documents must be sent to:

International School for Social and Business Studies
For Barbara Jurgec, Professor
International coordinator
Mariborska cesta 7
3000 Celje
Slovenia

These documents must be sent before application deadlines. During the application procedure you should cooperate with your home faculty's International Coordinator. All necessary application forms can be found on ISSBS's website.

Each year ISSBS publishes a list of undergraduate and postgraduate courses offered to Erasmus students. The list can be found on our website.

Application deadlines

- 1st trimester application deadline: 15 June (for 1st trimester, 2nd trimester or all three trimesters of the following academic year, or for the whole following academic year),
- 2nd trimester application deadline: 15 August (for 2nd trimester or 2nd and 3rd trimester of the following academic year),
- 3rd trimester application deadline: 15 January (for 3rd trimester of the same academic year).

Study plan and Learning agreement

A study plan is arranged between an Erasmus student and ISSBS. Learning agreement must be approved by the student's home institution and ISSBS, and sent to ISSBS by an International coordinator of the student's home institution.

Confirmation of student's registration with ISSBS – Acceptance letter

Student's acceptance at ISSBS depends on the number of places available and on the number of applicants. In a case of acceptance ISSBS's International Office will send an Acceptance letter to the International coordinator of student's home institution or directly to the student.

Welcome Package

Welcome Package for foreign students includes all necessary information about studying and living in Celje, indicates the date when they must arrive to ISSBS, and specifies what documentation they have to bring with them.

BASIC INFORMATION ABOUT STUDYING AT ISSBS

Structure of an academic year

Academic year at ISSBS is divided in three trimesters, each lasting 11 weeks or approximately three months. Academic year starts on 1 October and finishes on 30 September.

There are usually two or three courses carried out in each trimester. Each trimester is followed by an examination period during which there are at least two examination dates for each course, carried out in that trimester.

Introduction to Studies for undergraduate students in October

Introduction to Studies weeks are organised in a form of lectures and seminars covering topics such as academic writing, study methods, computer literacy etc. Useful advice for successful studies enables undergraduate students a gradual passage in the academic year.

For more information on the structure of trimesters, examination periods, holidays, lectures-free days and important events at the faculty please consult ISSBS's academic calendar, available on our website (www.mfdps.si/en).

Examination dates and grading system

ISSBS has five examination periods per academic year. Three of them follow each trimester and two of them take place in summer and autumn. There are at least four examination dates for each course carried out during an academic year.

Students can take an exam after they have fulfilled all the requirements defined by the curriculum. They are required to fill in an electronic exam entry form and submit it to the Office for Student Affairs at least five days prior to the scheduled exam. If students decide to withdraw from the exam they have to do it at least three days prior to the scheduled exam. Students are graded on the basis of their exam results and other course assignments if so specified in the curriculum.

Table 9: *ISSBS's grading system*

Slovenian grades	ECTS	Grade description
10	A	Excellent: outstanding performance with only minor errors.
9	B	Very good: above the average standard but with some errors.
8	C	Good: generally sound work but with a number of notable errors.
7	D	Satisfactory: fair but with significant shortcomings.
6	E	Sufficient: performance meets minimum criteria only.
5	F	Fail: considerable additional work is required.

Library

The faculty's library is located in the International Office. ISSBS students can borrow books free of charge for a period of three weeks with their student card or other valid identity document. The library's opening hours are on Monday, Tuesday, Thursday and Friday between 10.00 and 13.00, and on Wednesday between 14.00 and 17.00. For the list of available literature please consult our higher education information system Novis under section "Library".

Novis

Students can access our higher education information system Novis from the faculty's website. Novis contains data about students and lecturers, web student index, course contents and notifications concerning study and leisure activities at ISSBS. It can be accessed with your user name (your registration number) and password. The Office for Student Affairs will send you your Novis user name and password via e-mail at the start of your studies at ISSBS.

Meet and Greet service and Study Buddy

ISSBS and its Tutor centre offer a Meet and Greet service, as a part of which an ISSBS student or a faculty's representative come and meet you at the Jože Pučnik airport on the day of your arrival to Slovenia. The Meet and Greet service does not operate from any other airport.

The faculty offers foreign exchange students a possibility to get their own Slovenian study buddy. Study buddy is an ISSBS student who will help you get used to the new environment. They will help you with your language problems, give you advice on the courses, show you around the town and help you with documentation and application procedures. Your study buddy will also show you around the faculty, help you with your studies and give you information about student life in Celje and in Slovenia.

Study buddy is a person who will be there for you when you need them. The International Coordinator will send you their contact information before the start of your studies at ISSBS, which will enable you to get in touch with them before arriving to Slovenia. We recommend you to ask them everything you want to know about studies at ISSBS and living in Celje. We also recommend you to check your Learning agreement together in order to avoid any complications due to language barrier.

Teaching language and courses for Erasmus students

Lectures at ISSBS are carried out in Slovene and can be attended by Erasmus students. Foreign students are also offered a number of courses in English which are carried out in the form of consultations. During these consultations you will be informed about the contents of the course and the English literature you should study. You will also get all relevant information about course assignments, exams and the grading system.

ISSBS's teaching staff and students speak English. Nevertheless we recommend you to learn some Slovene before coming to Slovenia or attend a Slovene language course during your stay in Celje.



ABOUT SLOVENIA AND CELJE

SLOVENIA

Slovenia is a country in Central Europe bordering Austria, Italy, Hungary and Croatia. It has approximately 2 million inhabitants, 83% of whom are Slovenes and 58% are Catholics. About one third of the population live in towns with more than 10.000 inhabitants, while the rest live in nearly 6.000 smaller towns and villages. The capital of Slovenia is Ljubljana, and its currency is euro. Its official language is Slovene, in some nationally mixed border areas also Italian and Hungarian. Its president is dr. Danilo Türk (since 2007) and its prime minister is a social democrat Borut Pahor (since 2008).

History of Slovenia

The first evidence of human habitation on the territory of the present-day Slovenia dates back to 250,000 BC. In the 4th and 3rd centuries BC, Celtic tribes occupied Slovene territory, which was annexed by the Roman Empire around 10 BC. In the 7th century the Slav people on the territory of the present-day Carinthia formed the independent duchy of Carantania. At the end of the 8th century Carantania and Carniola, another Slavic principality on the territory of central Slovenia, came under Frankish rule.

At the end of the 9th century, Magyars invaded the Pannonian Plain, and took over the territory of central Slovenia for approximately 50 years. After the defeat of the Magyars, Slovene territory became a part of the Roman Empire again. In the 14th century, most of the territory of Slovenia was taken over by the Habsburgs, whose powerful competitors were for some time the Counts of Celje. Following the death of the last Count of Celje in the middle of the 15th century, their estates became the property of the Habsburgs, who retained control of the area until the end of the First World War.

Life on Slovene territory was marked by Turkish incursions in the 15th and the 16th centuries and by peasant revolts in a period from the 16th century to the first half of the 18th century. In the middle of the 16th century, the Reformation spread across Slovenian territory, helping to create the foundations of the Slovene literary language. At the beginning of the 17th century, princely absolutism and the Catholic Church suppressed Protestantism, thereby hindering for a long time the development of literature in Slovene. Under the rule of Maria Theresa and Joseph II in the second half of the 18th century, compulsory education and primary education conducted in Slovene were introduced. Cultural-nia.

After the First World War, in 1918, an independent Kingdom of Serbs, Croats and Slovenes was established, and was later renamed the Kingdom of Yugoslavia. During the Second World War, Slovenian territory was divided between Germany, Italy and Hungary. After the war, the Federal People's Republic of Yugoslavia was declared, which was later renamed the Socialist Federal Republic of Yugoslavia. Due to an increasing gap between Yugoslavia and more developed countries, and because of its inability to democratise, modernise and assure national rights of its nations, an absolute majority of Slovenes voted for an independent Slovenia at a plebiscite in December 1990.

Slovenia became an independent democratic republic on 25 June 1991. In the following years it recorded high economic growth. In 1992 it became a member of the United Nations, in 1993 of the Council of Europe, and in 2004 of the European Union and the NATO. In January 2007 it joined the euro area, and in the first half of 2008 it assumed the Presidency of the Council of the European Union.

Tourist attractions

Slovenia is a small but very diverse country. On its 20.273 km² we can find four types of landscape, namely the Alps in the North, the Mediterranean in the South-West, the Dinaric Mountain Range in the South and the Pannonian Plain in the East. Some of its most famous natural attractions are Postojna Cave, Škocjan Caves, Bled, Bohinj and Cerknica Lakes, Triglav National Park, Sečovelje Salina Natural Park and Savica Waterfall. It has many churches, castles, such as Predjama Castle and the Old Castle in Celje, and monasteries, such as Carthusian Monastery in Žiče and the Cistercian Abbey of Stična. Other tourist attractions include Lipica Stud farm and the oldest vine in the world. Slovenia is also an excellent destination for enthusiastic skiers and visitors of thermal health and spa resorts. The country is well-known for its cuisine, which includes famous Prekmurje layered pastry, potica, Carniolan sausage, jota, Ricotta dumplings, Karst prosciutto, and for its excellent wines, such as Terrano, Refosco, Cviček and Rieslings.

Famous Slovenes

Famous Slovenes include Protestant reformer and writer Primož Trubar; polymath Janez Vajkard Valvasor; mathematician Jurij Vega; painters Rihard Jakopič in Ivana Kobilica; composer Jakob Gallus; architect Jože Plečnik; poet France Prešeren; writer and playwright Ivan Cankar; composer and musician Slavko Avsenik; philosopher Slavoj Žižek; politician, former prime minister and president Janez Drnovšek; sportsmen Brigita Bukovec, Jolanda Čepлак, Jure Košir, Tina Maze, Mateja Svet, Petra Majdič, Franci Petek, Primož Peterka and Martin Strel; avant-garde music group Laibach; film directors France Štiglic, Jože Gale, Matjaž Klopčič etc.



CELJE

Celje lies at the confluence of the rivers Savinja and Voglajna in the lower Savinja Valley. It is the second largest town in the region of Štajerska and the fourth largest town in Slovenia. Celje is the centre of Savinja region in terms of development, business, economy, trade, culture, education, public administration, sports, healthcare, fairs and tourism. It is one of Slovenia's most dynamic and quickly developing towns.

Brief history of the town

The first settlement on the territory of the present-day Celje was founded during the Hallstatt period. In the Celtic period the settlement was called Keleia which meant shelter. In the 1st century BC the settlement was taken over by the Romans who renamed it Celeia. Under their rule, Celeia became one of the most flourishing Roman colonies. In the 5th and the 6th centuries the town was demolished, but only to be rebuilt in the early medieval period.

In the late medieval period, a lasting impression was given to Celje by the successful and ambitious Counts of Celje whose political dexterity led them to the top of European politics of the period. In 1451, Frederick II, the Count of Celje, granted Celje the status of a town with all town privileges. Following the death of the last Count of Celje, in 1456, the territory of Celje came under the rule of the Habsburgs. In this period, Celje with highly developed trade and craft was one of the most important Renaissance centres on the Slovene territory.

In the second half of the 19th century Celje was affected by the spring of nations which aggravated the tension between particular nations within the Habsburg monarchy and ultimately led to its dissolution after the First World War. A new political framework, different political ideas and notions, and new spiritual encounters influenced the mentality and lives of the inhabitants of Celje. After the Second World War, Celje became a lively industrial and trade centre.



Tourist attractions

Celje is proud of its antique and medieval sights, such as paved Roman streets, the Old Christian Baptistery, the Old Castle, the Princes' Mansion, town churches and renovated medieval town wall. The Old Christian Baptistery was constructed at the end of the 4th or at the beginning of the 5th century. It was probably a part of a large church complex which was located nearby. The Old Castle used to be the biggest castle on Slovene territory and served as a residence of the Counts of Celje. The Princes' Mansion served as a residence of the Counts of Celje during the 14th and 15th centuries. Today it houses the Gallery of Contemporary Art Celje.

In Celje one can also find examples of later architectural styles. The Old Manor House, constructed between 1580 and 1603, is one of the most beautiful examples of Renaissance architecture on Slovene territory. During its reconstruction in the 20th century, the famous Celje Ceiling was discovered. After the Second World War the building became the home of the Celje Regional Museum. Examples of Baroque architecture are St. Mary's Shrine and Prothasi's Mansion with a wonderful wedding hall. An example of Classicist architecture is the old Magistrate's Office.

Celje at the end of the 19th and at the beginning of the 20th century is represented by buildings in different styles. The Neo-renaissance National Hall, constructed between the years 1895–1896, used to be a cultural and social centre of Slovenian townspeople of Celje in the times of Old Austria. Today it is a residence of the Municipality of Celje and the Administrative Unit of Celje. The Neo-gothic Celje Hall or the former German House was built between the years 1905–1906 by the German population of Celje. It was a social centre of the German townspeople of Celje until the fall of Old Austria. The most important building from the period between both world wars in Celje is the former People's Savings and Loans Bank, constructed by Jože Plečnik, a famous Slovene architect.

Museums and galleries

The Regional Museum houses the cultural heritage of Celje and its wider area from prehistoric times to the 20th century. One of the most important parts of the collection is the famous Celje Ceiling in the gala hall of the Old Manor House, which is the most important piece of art from the period between Renaissance and Baroque on Slovene territory. The Museum of Recent History Celje houses the cultural heritage of Celje and its wider area from the beginning of the 20th century onwards. Likovni salon Gallery Celje presents contemporary art production. Gallery of Contemporary Art Celje houses exhibitions and overviews of work of contemporary authors and recent history from Slovenia and abroad.

Did you know?

Celje is a hometown of many famous people, such as a politician, a former prime minister and a former president Janez Drnovšek, an athlete Jolanda Čeplak, a musician Oto Pestner, politicians Jelko Kacin, Romana Jordan Cizelj, Andreja Rihter and others, a film director Janez Lapajne, and a singer Vita Mavrič.

I. Gymnasium Celje, established in 1808, is one of the oldest gymnasiums in Slovenia.

PLAN YOUR ACCOMMODATION IN CELJE

The following section of the brochure contains all necessary information on accommodation possibilities in Celje. During your stay in Slovenia you can live in a student residence hall in Celje or you can rent a private room/flat.

Student residence hall in Celje

Accommodation in the student residence hall is very suitable for foreign students and is a 5 minutes' walk from the town centre and a 15 minutes walk from ISSBS. Most of the rooms are double rooms and cost 95 euro per month. A single room costs additional 17 euro per month. Students living on the same floor share a bathroom. During July and August there are approximately 500 rooms available, while there are 60–100 rooms available from September to June. Students are entitled to subsidized meals at the residence hall's restaurant.

If you choose this type of accommodation you have to enclose an application form for living in a student residence hall in Celje to your Learning agreement and send it to ISSBS' International Office.

Contact information of the Student residence hall in Celje:

Address: Ljubljanska 21, 3000 Celje

Phone: +386 3 426 66 00

E-mail: mojca.golouh1@guest.arnes.si

Private rooms

Private rooms for students can be found via advertisements in the local newspaper Celjan (www.celjan.si) and/or on the internet (e.g. <http://www.realestate-slovenia.info/nepremicnine.html?lang=en>). Their average price is 120–200 Euro per month. In order to get assistance with searching for private accommodation you are recommended to get in touch with ISSBS' International Coordinator or your study buddy before coming to Slovenia.

Castle View Hostel

Castle View Hostel offers accommodation for eight students in two two-bed rooms and in one four-bed room. Students living in the hostel have access to common rooms, a bathroom, male and female toilets and an equipped kitchen. The hostel also provides towels and bed linen. Each room has a computer with internet and wireless internet connection. Rooms cost 25 euro per person per day (with a valid Hostelling International card) and 30 euro per person per day without it. The hostel is a 10 minutes' walk from the town centre and a 15 minutes' walk from ISSBS.

Contact information of Castle View Hostel:

Address: Breg, 3000 Celje

Phone: +386 70 22 00 69

E-mail: hostel@elfa-sp.si

Website: <http://www.elfa-sp.si/hostel/indexE.php>

¹ All the prices in the brochure are for information purposes only

Don Bosko's centre Celje

Don Bosko's centre Celje offers 14 rooms for male students. Students living there have access to bathrooms, a kitchen, a common room (with billiards, manual football) and outdoors playground for football and basketball.

Contact information of Don Bosko's centre Celje:

Address: Don Boskov trg 1, 3000 Celje

Website: <http://www.donbosko.si/>

Dom Sv. Jožef

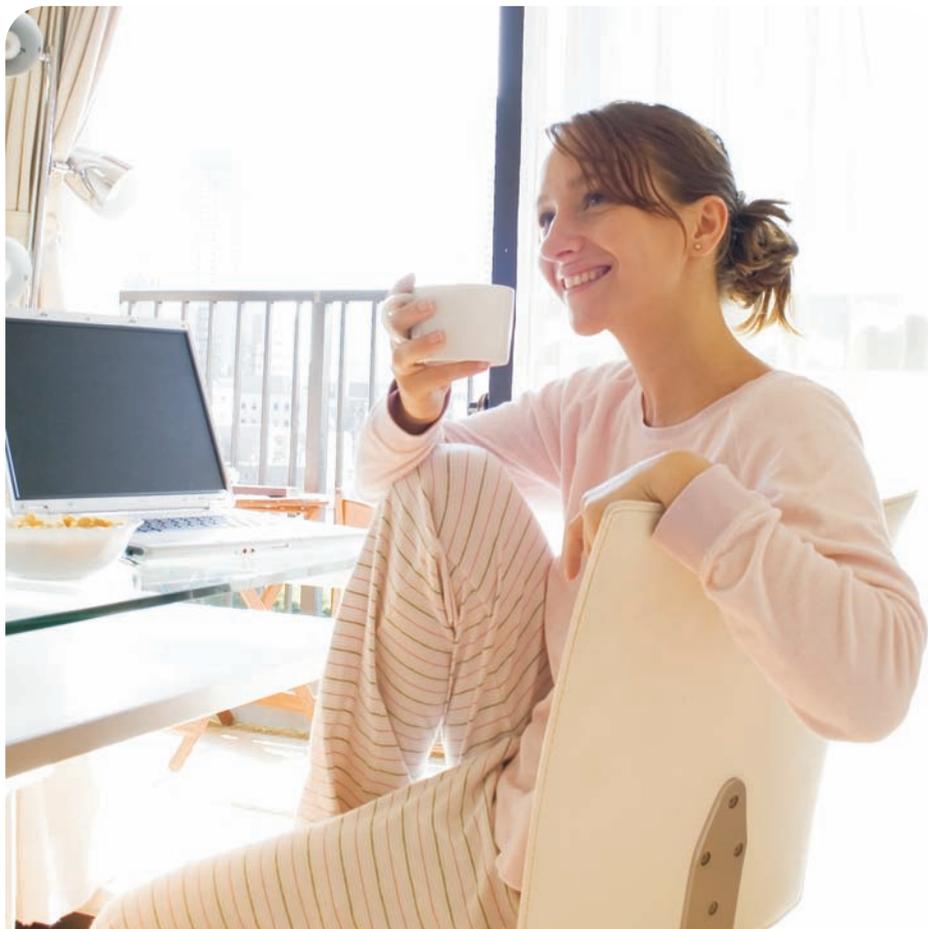
Dom Sv. Jožef offers accommodation for 60 students in single and double rooms, each with its own sanitary room. There is no common kitchen, but students' meals can be arranged at the home for the aged located in the same building. Dom Sv. Jožef is a 15 minutes walk from the town centre and a 20 minutes walk from ISSBS.

Contact information of Dom Sv. Jožef:

Address: Plečnikova 29, 3000 Celje

Phone: +386 3 492 65 10

E-mail: dom.sv.jozef@krc.si



LIVING IN CELJE

This section of the brochure offers a brief overview of different aspects of living in Celje.

The cost of living

Basic costs of living in Celje, covering accommodation, food, books, transport etc., amount to approximately 400 euro per month. For detailed information on prices of food and drinks in supermarkets, cafes and restaurants please consult our website.

Dining

Slovenia has a very well organised system of eating out for students which is the cheapest way of dining. Students can buy so called student coupons subsidized by the state. They can buy as many coupons as there are workdays in a month. With coupons lunches in certain restaurants are up to 50 % cheaper than normally. For more information on student coupons and their prices please consult the following website: http://www.soum.si/za_studente/prehrana/studentska_prehrana/.

Student coupons can be bought on weekdays between 9.00 and 16.00 at Center Mladinskih dejavnosti Celje (Miklošičeva ulica 10, 3000 Celje) and on Wednesdays between 9.00 and



16.00 at Klub študentov občine Celje – KŠOC (Mariborska 2, 3000 Celje). For information on restaurants in Celje where you can eat with student coupons and their prices please consult our website.

Student card

As an ISSBS student you will receive an ISSBS ERASMUS student card which will enable you to buy student coupons for subsidized meals. Restaurants where you can eat with student coupons request that you show them your student card before ordering food. Therefore, we recommend you to have it always with you. It will also give you certain discounts at gyms, in cinemas, at swimming pools, on public transport, etc.

Leisure activities

For information about leisure activities at ISSBS, in Celje, Ljubljana and Maribor, you should contact your fellow students or study buddies or visit Slovenian Tourist Board's website: <http://www.slovenia.info/?lng=2>. We also recommend you to get in contact with student organisations that are active in the fields of culture, sports and student recreation, tourism, education and student consultancy.

One such student organisation in Celje is Klub študentov občine Celje (A club of Celje students). Their contact information is as follows:

Address: Mariborska cesta 2, 3000 Celje

Phone: +386 40 471 11

Website: <http://www.klub-soc.si/>



OTHER USEFUL INFORMATION

Health insurance

During your stay in Slovenia insured students from the EU member states can with a European health insurance card assert the right to health care services in public and private health institutions which have a contract with the Health Insurance Institute of Slovenia. Health care services include basic health insurance excluding specialist examinations. For more detailed information on health insurance please consult the website of the Health Insurance Institute of Slovenia: <http://www.zzzs.si/>.

Students from Macedonia have to bring a passport and a document which proves that you have health insurance settled at home. Students from other countries can insure themselves in Slovenia for 109.08 euro a month or can pay for health care services when/if you need them. We recommend you to buy the insurance Coris with assistance which can be settled at the Health Insurance Institute of Slovenia.

Visa

Students from the EU member states can come to Slovenia without a visa or a residence permit. All you need is a valid identity document. You do not need a residence permit for the first three months of your stay in Slovenia, but the law requires you to report to the police.

If your stay in Slovenia is longer than three months you are required to get a residence permit. Requirements for obtaining a residence permit are the following:

- a valid identity document (e.g. a passport),
- a valid proof of being registered with an education institution in Slovenia (a confirmation of registration with ISSBS),
- settled health insurance, and
- adequate financial means for living in Slovenia (student's statement is sufficient).

Please have in mind that application procedure can take up to two months, therefore you should submit all the required documents on time. The residence permit has to be confirmed at the Administrative unit in Celje within three days after your arrival.

Students from non-EU countries have to obtain a residence permit or visa before coming to Slovenia. For more information on visas and entry to Slovenia please consult the Ministry of Foreign Affairs's website: http://www.mzz.gov.si/en/visa_information/.

Currency

Slovenia's currency is euro. In Slovenia you can use most credit cards including Visa, MasterCard and American Express. You can withdraw money on marked cash machines in towns and at petrol stations. Please be aware that there are certain limits to how much money you can withdraw per day. Most of our banks are open on weekdays between 8.30 and 12.00 and between 14.00 and 16.00. You can exchange foreign currencies at banks or exchange offices (between 8.00 and 18.00).

Traffic restrictions

Fines for over speeding are very high in Slovenia. The speed limit in settlements is 50 km/h, outside of settlements 90 km/h, on roads reserved for motor vehicles 100 km/h and on highways 130 km/h. The lights of your vehicle have to be turned on 24 hours a day. You have to use winter equipment on your vehicle between 15 November and 15 March. You have to use seat belts at all times. The use of mobile phones is prohibited while driving.

Phoning

You can make phone calls at post offices which are usually open on weekdays between 8.00 and 19.00, and on Saturdays until 13.00. To use public phones you need a telephone card which you can buy at tobacconist's, at stationers or at a post office. When making an international phone call you have to dial 00, a foreign country's international code and a phone number. To call Slovenia you have to dial 00, the national code 386 and a town code (Celje – 3, Maribor – 2, Ljubljana – 1). You can call national telephone information service at 1188 free of charge or international telephone information service at 1180. Most of the people in Slovenia use mobile phones. You can borrow a SIM card from one of our mobile operators (Mobitel, Simobil, Tušmobil etc.) for the duration of your stay in Slovenia.

Useful phone numbers

113 – police

112 – call this number:

- If you need urgent medical, firemen or veterinary help, or help of mountain, cave or other rescue units;
- if you notice fire, dangerous substance leaking, polluted drinking water, stream, river or sea, danger of a landslide or a snow slide, torn electric or telephone wires or anything else that might represent a threat to people's or/and animals' lives or health, or anything that might represent a threat for security of property, cultural heritage or environment;
- if there is an accident, increased danger of a natural or other disaster, or if you need information about disturbed water, electricity or gas supply, disturbed telephone network or about the state of snow in the mountains.

Useful contacts and websites

General hospital Celje

Address: Oblakova ulica 5, 3000 Celje
Phone: +386 3 423 30 00

Gyms

Fitness Titanium

Address: Športna dvorana pod Golovcem,
3000 Celje
Phone: +386 3 490 37 00
E-mail: titanium@amis.net
Website: <http://www.titanium.si/>

Theatres

Plesno gledališče Celje

Address: Stritarjeva 15, 3000 Celje
Phone: +386 41 818 955
E-mail: plesno.gledalisce-ce@guest.arnes.si

Bookshops with foreign literature

Antika knjigarna in antikvariat d.o.o.

Address: Kocbekova ul. 6, 3000 Celje
Phone: +386 3 490 89 90
Website: <http://www.antika.si/main.asp>

Mladinska knjiga trgovina d.d.

Address: Stanetova ulica 3, 3000 Celje
Phone: +386 3 428 52 52
Website: www.mk-trgovina.si/index.asp

Horse-riding club Celje

Address: Škofja vas 51, 3211 Škofja vas
Phone: +386 541 24 38

Cinemas

Planet Tuš

Address: Mariborska 128, 3000 Celje
Phone: +386 3 424 17 22
Website: <http://www.planet-tus.com/>

Health centre Celje

Address: Gregorčičeva 5, 3000 Celje
Phone: +386 3 543 40 00

Fitness Top Fit

Address: Ipavčeva ul. 22, 3000 Celje
Phone: +386 3 491 27 80

Slovensko ljudsko gledališče

Address: Gledališki trg 5, 3000 Celje
Phone: +386 3 426 42 00
E-mail: tajnistvo@slg-ce.si
Website: <http://www2.arnes.si/~ceslg7/>

DZS d.d.

Address: Prešernova ulica 21, 3000 Celje
Phone: +386 3 490 13 70
Website: <http://www.dzs.si/>

Kino Metropol

Address: Stanetova ulica 15, 3000 Celje
Phone: +386 31 32 44 00
Website: <http://www.kinometropol.org/>

Tourist information centre (TIC)

Zavod Celeia

Address: Krekov trg 3, 3000 Celje

Phone: +386 3 428 79 30

E-mail: tic@celje.si

Museums

Museum of Recent History Celje

Address: Prešernova ulica 17, 3000 Celje

Phone: +386 3 428 64 10

Regional Museum

Address: Muzejski trg 1, 3000 Celje

Phone: +386 3 428 09 05

Sightseeing in Celje

TIC Celje

Address: Krekov trg 3, 3000 Celje

Phone: +386 3 428 79 36 or +386 3 492 50 81

Website: <http://www.celje.si/en>

Central library of Celje

Department for studying

Address: Muzejski trg 1a, 3000 Celje

Phone: +386 3 426 17 10

Website: <http://www.ce.sik.si/en/>

Laundry

Bam d.o.o.

Address: Mariborska cesta 86, 3000 Celje

Phone: +386 3 541 93 92

Rent a car

Avant Car National Car Rental

Address: Razlagova 1, 3000 Celje

Phone: +386 3 490 15 60

Website: <http://www.avantcar.si/>

Avis

Address: Mariborska cesta 107, 3000 Celje

Phone: +386 3 425 75 40

Website: <http://www.rentacar.si/>

Herz

Address: Ljubljanska cesta 35, 3000 Celje

Phone: +386 3 425 65 70

Website: www.hertz.si

Fair

Celjski sejem, d.d.

Address: Dečkova cesta 1, 3000 Celje

Phone: +386 3 543 30 00

Website: <http://www.ce-sejem.si/>

Tourist information Slovenia

<http://www.slovenia.info/>

Student organisation of Slovenia

<http://studentska-org.si/?q=taxonomy/page/or/7>

GETTING TO CELJE

By car

Slovenian highway system is very well organised. It connects the country with Italy, Austria, Hungary and Croatia. It is necessary to buy a vignette before driving on our highways. You can buy a weekly vignette for 15 euro, a monthly vignette for 30 euro or a yearly vignette for 95 euro.

By plane

Airports in Slovenia:

Ljubljana (Ljubljana Jože Pučnik Airport): <http://www.lju-airport.si/eng/default.asp>

Airline companies: <http://www.adria.si/en/index.cp2>, <http://www.easyjet.com/>

Nearby airports in Austria:

Graz (Flughafen Graz):

http://www.flughafen-graz.at/home/index.en.php?change_language=English

Klagenfurt (Kärnten Airport): <http://www.klagenfurt-airport.at/?Slid=2&LAid=en>

Nearby airport in Croatia:

Zagreb (Zračna luka Zagreb): <http://www.zagreb-airport.hr/en/>

Nearby airport in Italy:

Trieste (Ronchi dei Legionari): <http://www.aeroporto.fvg.it/UK/html/index.html>

By train

There are regular daily trains from Celje to Ljubljana, Maribor and Koper. Furthermore, Ljubljana has regular railway connections with Italy, Austria, Germany, The Netherlands, Hungary, Croatia etc. For more information on train connections please consult the following websites: <http://www.slo-zeleznice.si/en/> and <http://fahrplan.oebb.at/bin/query.exe/en>.

Contact information of the Railway station Celje:

Address: Krekov trg 1, 3000 Celje

Phone: +386 3 293 33 156

Website: <http://www.slo-zeleznice.si/en/>

By bus

Travelling by bus is quite cheap. Celje is connected with well organised international bus routes. For more information please consult websites <http://www.izletnik.si/> and <http://www.eurolines.com/>.

Contact information of the bus station Izletnik Celje, d.d.:

Address: AŠkerčeva 20, 3000 Celje

Phone: +386 3 425 34 00

Website: <http://www.izletnik.si/>





Mednarodna fakulteta
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Get more at www.issbs.com 

Mariborska cesta 7
3000 Celje
Slovenia

tel: 00 386 3 425 82 20
mob: 00 386 31 562 469
fax: 00 386 3 425 82 22

e-mail: info@issbs.com
web: www.issbs.com